USF E-RATE
LIBRARY TECHNOLOGY PLAN APPLICATION

Library Name:	
Street Address:	
Address Line 2:	
City:	State: Zip:
URL for Library:	
Library Class Size:	
Contact Person:	
Title:	
Telephone:	Extension:
Fax Number:	
E-mail Address for Contact Person:	

Dates Covered by Plan.   From: To:

Libraries and consortia must submit a technology plan to the Library of Michigan for approval in order to be eligible to receive Universal Service Fund (E-rate) discounts. The program accepts technology plans up to three years in length and E-rate years begin July 1 and end June 30. The Library of Michigan will approve plans with different start dates but all approved plans end June 30 of the last year for which E-rate approval has been sought (up to three years).

If your library or consortium already has a technology plan that answers all of the criteria in this document, email or send this cover sheet and two copies of the plan to the Library of Michigan. If your library or consortium does not already have a technology plan that meets E-rate guidelines, please complete this form and submit two copies to the Library of Michigan. We will keep one copy of your plan on file. The copy returned to you with an approval letter should be maintained to demonstrate that your library has received the proper certification to receive discounted telecommunications rates. Incomplete plans/forms will be returned for further explanation, and may result in delays in receiving your discounts.

Send your technology plan or completed form to:
USF Technology Plans
Library of Michigan
702 West Kalamazoo St.
PO Box 30007
Lansing, MI 48909-7507

Or email your technology plan or completed application to:
Sonya Schryer Norris
Norriss2@michigan.gov

If you have questions, please contact Sonya Schryer Norris at the Library of Michigan via e-mail: norriss2@michigan.gov or phone (517) 373-4457.

PLEASE DO NOT WRITE IN THIS BOX/LIBRARY OF MICHIGAN USE ONLY

Dates of plan coverage: from _____ to _____

Date of plan approval: _____

Signature of State Librarian designee: _____

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1. What is the mission of your library or consortium? Please note that the goals and strategies you list to answer the next question should be tied to this mission.

2. Provide clear goals and a realistic strategy for using telecommunications and information technology to improve library services. Please use the strategies to provide measurable milestones to meet your mission. This plan should cover a period of three years. E-rate years begin July 1 and end June 30. If your institution is required by local authorities to operate under a longer planning cycle, you may provide us a copy of that plan. For the purposes of E-rate, we cannot approve plans beyond three years.

3. What is your library's professional development strategy to ensure that staff knows how to use the new technologies to improve library services?

4. Provide an assessment of the telecommunications services, hardware, software, and other services that will be needed to improve library services. Include your plans for replacement of outdated equipment.

5. Use this space to provide a budget to acquire and maintain the hardware, software, professional development, and other services that will be needed to implement the strategy for improved library services.

	7/1/ 20 __ -6/30/20__	7/1/ 20 __ -6/30/20__	7/1/ 20 __ -6/30/20__
Hardware			
Software			
Telecommunications			
Contract services for information technology:			
Staff training			
Other:			
Other:			
Other:			
Total:			

6. Provide an evaluation process that will enable your library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.